



County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

STRATEGIC PLANNING DEPUTY DIRECTOR (UNCLASSIFIED)

(PAYROLL TITLE)

Chief Deputy Director, Health Services, Operations (Unclassified)

ANNUAL SALARY: \$205,129 - \$310,480 (Range 22)

FILING PERIOD: February 24, 2012 – Until the position is filled

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

THE DEPARTMENT OF HEALTH SERVICES

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS), and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. The department also operates two multi-disciplinary ambulatory care centers (High Desert System in the Antelope Valley and Martin Luther

King, Jr. Multi-Service Ambulatory Care Center), six comprehensive health centers, and numerous health clinics. DHS leads the County's effort to provide personal health services to county residents of which approximately 2 million are uninsured. The department's services are critical for the medically indigent, working poor, and those who are without access to other health care. In addition, they are critical to the maintenance of the county's trauma care network. Through university affiliations, the county hospitals also conduct postgraduate medical education for interns, residents, and fellows to train the physician workforce of tomorrow. The current department budget is approximately \$3.4 billion and includes funding for approximately 21,000 positions.

POSITION OVERVIEW

This position is unclassified (at-will) and is distinguished by its executive and administrative responsibilities for assisting the Director of Health Services and executive management team in the overall strategic planning and direction of healthcare delivery services for the County.

The Strategic Planning Deputy Director receives general direction from the Director of Health Services and is responsible for directing the administration and management of multiple, complex, and sensitive department-wide functions, including Nursing Operations, Board Relations, and Emergency Medical Services. This position serves as departmental liaison with the Board of Supervisors, Chief Executive Office, and other County departments. This position formulates and recommends policies and objectives, designs and implements strategic direction, and advises the Director of Health Services in all major decisions regarding healthcare delivery services, to maximize clinical and operational efficiency and improve services. The incumbent must be able to lead medical and administrative teams across departmental facilities in the development and implementation of department-wide strategies.

EXAMPLES OF DUTIES

- Directs, plans, and implements department-wide policies and objectives to establish and formulate strategic plans for the department. Determines short and long-term goals and objectives.
- Leads and oversees the various phases of department-wide strategy development to determine whether such operations are efficient, effective, and in compliance with federal, state, and local statutes.
- Plans and implements program changes to meet identified needs and to solve system-wide problems.
- Directs and evaluates, through subordinate managers, the Office of Nursing Affairs, Board Relations Office, and Emergency Medical Services.
- Enforces and implements changes related to all laws, ordinance, and regulations pertaining to department's strategic direction.
- Participates in health services strategic meetings as a part of the department's executive management team.
- Works closely with other County departments, various public and private agencies, and community stakeholders.
- Acts as the official representative of the Director of Health Services as directed.

The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.

QUALIFYING EXPERIENCE & EDUCATION

A Master's degree or higher from an accredited college or university -AND- at least six (6) years of progressively responsible management-level experience working in or providing consultative services to a major healthcare delivery system in a metropolitan setting.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Strong research, analytical and organization skills.
- Strong leadership, project management, and interpersonal skills including problem solving and team building.
- Experience in financial and budgetary matters.
- Experience with meeting constant changing priorities and deadlines.
- Experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations, and the general public.
- Excellent oral and written communication skills.
- In-depth knowledge of and experience in health care management, planning, and administration.
- Demonstrated excellent leadership ability through involvement in the development of health care delivery programs.

COMPENSATION & BENEFITS

Annual Salary: \$205,129 - \$310,480

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 22. The successful candidate may be appointed to any salary within the range, depending on qualifications.

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that county employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employee Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **MegaFlex Benefits Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% or 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** - 11 paid days per year.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of Health Services for consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

TO BE CONSIDERED

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed and special qualifications.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned and field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
 - The name of each employer, job titles held, dates of employment, and salaries.
 - Size of organization and budget information for programs managed.
 - Number and composition of personnel supervised.
 - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate meets the Qualifying Experience & Education and Desirable Qualifications sections of this recruitment announcement.

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (323) 869-7124 (ADA Coordinator – Voice); (TTY); (800) 735-2922 (CRS). Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires state and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Brenda La Fave, Exam Analyst
Department of Health Services
Recruitment & Examinations Office
5555 Ferguson Drive, Suite 220-10
City of Commerce, CA 90022
Phone: (323) 869-8016
Fax: (323) 869-0942
E-mail: blafave@dhs.lacounty.gov

This announcement may be downloaded from the County of Los Angeles websites at:
<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer